

## RECORDS RETENTION AND DISPOSAL SCHEDULE

CALVERT COUNTY

Planning Commission

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>MINUTES OF PROCEEDINGS</u>  Official minutes include budget and proceedings on projects before the Commission, arranged chronologically.	Retain permanently.
2	<u>PLANNING OFFICE FILES</u>  Project files relating to County plans and programs, commissions, correspondence, county owned property, etc.	Retain permanently.
3	<u>COUNTY FILES</u>  Material relating to various county departments and agencies, reports, studies, correspondence, acceptances, Fire and Rescue Commission, utilities, erosion and flood control, long range reports, Historic District Commission, Zoning and Subdivision regulations and revisions, Tri-County material and legislative files (General Assembly).	Retain permanently.
4	<u>STATE FILES</u>  Programs involved with State programs, including Maryland Environmental Service, Natural Resources, West Chesapeake Basin Plan, Patuxent River Water Quality Management Plan, Public Service Commission regulations, Department of State Planning - liaison to A-95 Clearing, SEA Projects and plans.	Retain for three (3) years, then destroy; retain material having continual value to the operation of the office until such value ceases, then destroy.
5	<u>SPECIAL FILES</u>  a) Publications, newspaper articles, County, State and Federal Reports.  b) Comprehensive Plan and Water and Sewer Plan Revision (current).	Printed and mimeographed material is non-record and may be destroyed as soon as no longer needed by the office.  Retain all other material

Schedule approved by Department, Agency or Division Representative

L. BOWLEY

County Planner

Calvert County, Md.

Signature

Date

Oct 14, 1976

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary